



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72030619R10010

ISSUANCE DATE: December 19, 2018
CLOSING DATE/TIME: January 02, 2019 (4:30 PM, Kabul Time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – **Project Management Specialist (Humanitarian Assistance) FSN-12 (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to KblAIDHR@usaid.gov.

Sincerely,

Dustin Kohls
Executive Officer

Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

- 1. SOLICITATION NO:** 72030619R10010
- 2. ISSUANCE DATE:** December 19, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 02, 2019 no later than 4:30 pm Kabul time.
- 4. POSITION TITLE:** Project Management Specialist (Humanitarian Assistance) - (Multiple Vacancies)
- 5. MARKET VALUE:** Equivalent to **FSN-12 (Step 1-13)**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of U.S. Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE:** Kabul, Afghanistan.
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.
- 9. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

The USAID/Afghanistan Project Management Specialist serves as Office of Humanitarian Assistance (OHA's) Cooperating Country National (CCN) Deputy Director and is responsible for overseeing the Mission's humanitarian assistance portfolio in Afghanistan in conjunction with the Mission's Senior Humanitarian Advisor (SHA). The incumbent serves as the Deputy Director for the USAID/Afghanistan Office of Humanitarian Assistance, leading and representing the Office in the absence of the Senior Humanitarian Advisor (SHA). The incumbent advises and informs the USAID Mission on humanitarian conditions, trends and issues, the mission's humanitarian assistance strategy, Government of Afghanistan (GoA) preparedness and response to disasters, and implementation of United States Government (USG) humanitarian assistance activities through USAID's Offices of Foreign Disaster Assistance (OFDA) and Food for Peace (FFP). The incumbent regularly interacts with a broad range of actors across the Embassy up to and including the Ambassador, senior Afghan Government officials at a Ministerial level, United Nations officials up to the Head of Agency / Country Representative level, nongovernmental organizations (NGOs), and donor counterparts. The incumbent also works with the Mission on developing disaster risk reduction (DRR) programs

requiring long-term development assistance that could be funded by the Mission, replacing humanitarian assistance funding from OFDA and FFP.

2. Statement of Duties to be Performed

Program Management and Oversight

The incumbent is responsible for managing USG humanitarian assistance in Afghanistan, providing technical direction and management oversight for the USAID/Afghanistan humanitarian assistance portfolio, which programmed \$145 million in FY18 funds. The incumbent is responsible for program technical design, oversight, monitoring implementation and all administrative and documentation requirements dealing with the humanitarian assistance portfolio which includes projects funded by OFDA and FFP. The incumbent plays a key role in designing and implementing the mission's humanitarian assistance strategy through responding to meet humanitarian and food assistance needs of natural and man-made disaster affected populations; building resilience by supporting community-based mechanisms that incorporate disaster risk reduction and emergency preparedness; and supporting coherent and coordinated national disaster preparedness and humanitarian response system. The incumbent designs and oversees implementation, monitoring, and evaluation of humanitarian assistance projects (OFDA and FFP) throughout the country. The incumbent provides day to day management and coordination with USAID/Afghanistan Mission technical offices, other donors, the GoA, and USAID implementing partners.

The incumbent is responsible for monitoring OFDA and FFP projects and identifies implementation achievements, challenges and problems in performance of awardees and initiates appropriate actions in consultation with the USAID/Afghanistan Senior Humanitarian Advisor. The incumbent communicates with all OFDA and FFP partners regarding the USAID/OFDA and FFP rules and regulations, and on their obligation to USAID/OFDA and FFP. The incumbent is responsible for tracking results and performance indicators; receives periodic reports to ensure that program benchmarks and goals are being met; regularly meets with partners on their monitoring plans; identifies and assists in resolving problems; prepares reports with findings and recommendations and supplements these with oral briefings to the USAID/Afghanistan Senior Humanitarian Assistance.

The incumbent serves as the mission's key responder on disaster events; gathering data from all available resources, meeting with appropriate stakeholders, and analyzing and reporting to the USAID/Afghanistan SHA. The incumbent supports the U.S. Embassy in the event of a large scale disaster requiring a Disaster Assistance Response Team (DARTs) and act as the alternate Mission Disaster Relief Officer or Mission Disaster Relief Officer, for USAID/Afghanistan. The incumbent is responsible for ensuring timely and effective reporting on current humanitarian conditions in the field, the status of displaced persons, refugees, and other vulnerable groups. The incumbent assists the USAID/Afghanistan SHA with initiating new programs and activities for internally displaced persons, refugees, and other vulnerable groups, as appropriate.

Humanitarian Assistance Analysis and Reporting

The incumbent advises/informs the Embassy and interagency on humanitarian needs, conditions, and issues, including the humanitarian coordination, humanitarian space and military actions and liaise with key stakeholders to exchange information on humanitarian assistance, as appropriate. Establishes and maintains high level relationships with appropriate Afghan government representatives and represent the mission's Humanitarian Assistance portfolio at humanitarian meetings, when required. Responsible for analyzing and reporting on evolving humanitarian needs and response in Afghanistan, and writing and producing USAID's bi-weekly Humanitarian Update report which is widely circulated within the USG including to the Ambassador, military leadership, and Washington D.C. interagency stakeholders.

Office of Humanitarian Assistance Management and Staff Supervision

The incumbent serves as the Deputy Director of the Office of Humanitarian Assistance, and in the absence of the Senior Humanitarian Advisor (SHA) due to routine R&Rs, trainings, or other travel the incumbent is expected to lead the office and perform all management and leadership functions. The incumbent assists the SHA with office management and coordination, interactions with other USAID technical offices and management sections, and ensuring internal management systems are in place and functioning smoothly. The incumbent supervises one CCN Project Management Assistant, and is responsible for all supervisory duties including setting annual work plans, assigning day-to-day tasks, ensuring performance measures and deliverables are met, and mentoring and coaching the PMA to build skills.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The incumbent is under the overall supervision of Senior Humanitarian Advisor. In the absence of the Senior Humanitarian Advisor, the incumbent is supervised by the Deputy Mission Director.

4. Supervisory Controls

The incumbent supervises one Cooperating Country National (CCN) Project Management Assistant at the FSN-8 level.

10. AREA OF CONSIDERATION:

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.1.4 d. "USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy."

11. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov. Applications submitted to this email address will not be considered.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A Bachelor's degree in international relations, public administration, international development studies, medicine, public health, international disaster management, or emergency management is required. (Education requirement must be met at the time of application for the subject position).
- b. **Work Experience:** A minimum of seven (7) years of experience in humanitarian relief or emergency response work with United Nations, International Organizations, donor agencies or NGOs, including seven (7) years of project management experience. Technical experience in sector such as health, nutrition, food security, water/sanitation, logistics, is required. (Work experience requirement must be met at the time of application for the subject position).
- c. **Language:** Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required. (English language ability will be tested).
- d. **Knowledge:** Expert knowledge of the structure of the international humanitarian system, architecture, and coordination mechanisms. Technical expertise in the function and operation of assistance programs in key humanitarian sectors including protection, water sanitation and hygiene, food security, nutrition, shelter and non-food items, logistics, and disaster risk reduction. Expert knowledge of disaster response and humanitarian assistance mechanisms and operations within rapid-onset natural disasters, slow-onset natural disasters, and complex emergencies. The incumbent must be able to travel and interact independently with Afghan government leaders, United Nations officials, communities, and implementing partners.
- e. **Skills and Abilities:** Demonstrated capability for perceptive analysis and high level ability to write and speak effectively to audiences including the USAID Mission Director are required. The incumbent should be able to function well in an intense, high stress, close-security environment with limited movement and high workload. A high degree of professionalism, discretion, team work and demonstrated outstanding interpersonal skills is a must, in addition to sound judgment.

III. EVALUATION AND SELECTION FACTORS

- Work Experience 30 points
- Knowledge 35 points
- Skills and Abilities 35 points
- Maximum Points: 100 points

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

IV. PRESENTING AN OFFER

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line or offer submission: **Project Management Specialist (Humanitarian Assistance) FSN-12 (72030619R10010).**

Offers must be received by the closing date and time specified in **Section I, item 3**

REQUIRED DOCUMENTS:

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174) https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or curriculum vitae.

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE (3) REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED AND SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with unsigned/old DS-174 form will not be considered.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also

meet in full the experience requirement. There is no exception for these requirements.

- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
- Ø Offers must be received by the closing date and time specified in **Section I, item 3.**
- Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Defined Contribution Plan (DCF) 12% of the base salary**
- c. **Transport Shuttle Service to Female Staff Only**
- d. **Premium Pay**
- e. **Leave Benefits**
- f. **Medical Benefits**
- g. **Death and Disability Benefits**
- h. **Retirement and other end of service benefits**
- i. **Travel and TDY Benefits**

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including **contract clause “General Provisions,”**” available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.**-By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.-See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.